

FILE

*Personnel 3*

ER 66-572/1

THE DIRECTOR OF CENTRAL INTELLIGENCE

24 February 1966

MEMORANDUM FOR: Deputy Director for Support

I have noted with great pleasure your memorandum of 9 February 1966 commending the Office of Logistics in general and Mr. George E. Meloon in particular for their accomplishments during Fiscal Year 1965. I am always pleased to receive such reports demonstrating full compliance with the spirit of the President's directives to get a dollar's worth for every dollar spent.

Please extend my congratulations to Mr. Meloon and his staff and ensure that these commendations are noted in the personnel files of the appropriate employees.

*W. F. Raborn*

W. F. Raborn

DD/S Distribution:

Orig. - D/L *WFO* & *DD/S 66-0742*

1 - Office of Personnel (xerox) to be filed in Mr. Meloon's official personnel file *WFO* & *DD/S 66-0742*

*X* - DD/S Subject *WFO* & *DD/S 66-0742*

DD/S 66-0742: Memo fm DD/S to DDCI dtd 9 Feb. 66 subj: Commendation: George E. Meloon, Director of Logistics

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MORI/CDF Pages 1, 3-4

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9 FEB 1966

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Commendation - George E. Meloon, Director  
of Logistics

1. This memorandum is for your information only.

2. During Fiscal Year 1965 the Office of Logistics initiated action on programs designed to reduce personnel strength and, at the same time, improve efficiency. The programs were aimed largely at improving work-load absorption and quick reaction capabilities through improved organization, management and procedures. On 12 July 1965 Mr. George E. Meloon was appointed Director of Logistics. Since that date he has not only carried forward the plans developed by his predecessors, but he has added innovations of his own. His ability to cement previous plans with his own has significantly improved the Office of Logistics' contribution to the Agency's mission.

3. The Office of Logistics has demonstrated on numerous occasions its capability to react quickly in support of operating requirements. Noteworthy among these occasions have been the support rendered during the

[redacted] The Office's ability to react quickly has been influenced to a considerable extent by Mr. Meloon's personal attention to such situations.

4. I have observed substantial improvements in logistical organization and procedures. Improvements in this field have included a system for the simplified handling of interdepartmental requisitions, the elimination of an accounts payable ledger, improved printing capabilities, and reorganization of the Agency's transportation activity. Action has been taken to eliminate the necessity of stocking items such as field clothing and film which can be obtained from military sources as needed.

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**5. Future objectives of the Office of Logistics include:**

- a. The furnishing of supplies to the Agency's Building Supply Offices by the General Services Administration. This action would eliminate about 900 requisitions per month.
- b. An improved priority system for handling requisitions through the separation of project materiel from administrative supplies.
- c. Revisions in stock levels based upon issue experience.
- d. The establishment of a Finance Unit  to reduce paper flow.

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**6. Economies have also been achieved in areas other than the Office of Logistics through Mr. Meloon's efforts.**

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**7. The workload of the Office of Logistics has increased steadily in recent months. Through the ingenuity of Mr. Meloon and other key personnel of the Office of Logistics, these additional workloads have been absorbed and, at the same time, personnel strength has been reduced. It is with considerable pleasure that I invite your attention to this example of managerial excellence by Mr. Meloon and other key personnel in the Office of Logistics.**

SIGNED R. L. Bannerman  
R. L. Bannerman  
Deputy Director  
for Support


SPA-DD/S:JHP/jf (8 Feb 66)

Distribution:

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1 - ER

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TRANSMITTAL SLIP		DATE 8 Feb 66
TO: <u>Mr. Bannerman via Mr. Warfield and</u>		
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REMARKS:		
<p>Recommend your signature.</p> <p style="text-align: center;"> JHP</p>		
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